



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SENIOR OFFICE ASSISTANT
Posting Number	PN# 110010
Department	Health & Human Services Department
Division	Human Services
Section	Magnolia Multi-Service Center
Reporting Location	7037 Capitol
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
*Subject to change	

DESCRIPTION OF DUTIES

Assists manager(s) in the coordination of office management and operational activities by performing varied clerical tasks and administrative support duties in the assigned division.

CORE FUNCTIONS

- Performs a variety of complex secretarial work for the Magnolia Health Clinic and Multi-Service Center.
- Prepares all types of statistical and monthly reports.
- Handles all kinds of correspondence and answers phones.
- Maintains records and files.
- Performs timekeeping functions.

WORKING CONDITIONS

The position occasionally requires stooping, bending, and light lifting such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

Two (2) years of clerical or administrative support experience.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- Considerable knowledge of business English, spelling, punctuation, arithmetic, office skills and procedures with computer knowledge.
- Bilingual skills preferred (English/Spanish).
- Must be willing to work evenings and weekends when necessary.

SELECTION/SKILLS TESTS REQUIRED

May be required to pass a City administered typing test at the speed identified for the classification.

SAFETY IMPACT POSITION

☐ Yes ☒ No

This position is not subject to random drug testing; however, if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range – Pay Grade 12
\$800 - \$1,415 Biweekly \$20,800 - \$36,790 Annually

OPENING DATE

April 19, 2006

CLOSING DATE

April 25, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer